

## MINUTES

<b>Date of Meeting</b>	11/04/2016	<b>Ref</b>	16/02/MO'D
<b>Meeting</b>	<b>IBTS Board</b>		
<b>Present</b>	Prof Anthony Staines, Chairperson; Deirdre Cullivan; Yvonne Traynor; Brian O'Mahony; Dr Liz Kenny; Dr Ronan Desmond; Dr Julie Heslin; Simon Mills		
<b>Apologies</b>	Kate Williams; Linda Hickey		
<b>In attendance</b>	Andy Kelly, Chief Executive; Dr William Murphy, Medical & Scientific Director; Miranda O'Donovan, Secretary to the Board		
<b>By Audio-link</b>			
<b>#</b>	<b>Item</b>	<b>Notes/Action</b>	
<b>1.0</b>	<b>Minutes of 15/02/2016</b>		
<b>1.1</b>	The minutes of the Board meeting held on 15/02/2016 were agreed without amendment.		
<b>2.0</b>	<b>Matters arising</b>		
<b>2.1</b>	There were no matters arising not dealt with on the agenda.		
<b>3.0</b>	<b>Chief Executive's Report</b>		
<b>3.1</b>	<i>Stakeholder/Government</i> - HPRAs unscheduled inspection regarding transport of platelets. Outstanding monies due – SJH have paid all back monies due. There is still some monies outstanding from OLCHC.		
<b>3.2</b>	<i>Safe &amp; Sustainable supply</i> - it was agreed that the BCP would be tested in Q2. A paper on the DR site has been sent to the A&C Committee. It was noted that none of the blood services in the UK have done a full test of their DR sites.		
<b>3.4</b>	<i>Effective relationships</i> - the quarterly Governance meeting with the DoH due to take place tomorrow – ABC is on the agenda for discussion again.		
<b>3.5</b>	<i>Excellent donor services</i> – blood supply reasonably good, considering the ongoing issue with Hb deferral. There has been a 4 to 5% return rate for lapsed donors from the targeted email campaign. The definition of a lapsed donor is changing from 2 years to 5 years. There have been no developments on the National Transfusion Committee The Haemochromatosis programme has been slow to develop. Dr Murphy is currently exploring other possible models of delivery in the mid-west where there is a requirement for these services. .		
<b>3.6</b>	<b>Learning and Growth</b> – the Strategy day was discussed. It was noted that thinking was definitely shifting towards outsourcing of non core IT business. The recent success in recruiting nurses was noted. The CE also advised the Board that the Pension Scheme trustees had raised an issue regarding accrued rights protection under the original 1966 Trust deed. A meeting is scheduled to take place to resolve this and get the amending deed signed. The issue of cord blood correspondence was discussed. It was agreed that the Board's performance would be reviewed in May. The Board agreed that this would take place on Monday 30th May at 2pm.	CE to write to relevant consultants, advising them that the cord service has been discontinued as it is not funded.  Secretary to check Board members who could not attend	

		today on their availability for this date and time.
<b>4.0</b>	<b>Presentation by Dr Diarmaid O Donghaile, Director of the Irish Unrelated Bone Marrow Registry</b>	
<b>4.1</b>	Dr O Donghaile gave a presentation to the Board on the work of the IUBMR and the challenges facing the registry. The Chairperson thanked him for his detailed and informative presentation.	
<b>6.0</b>	<b>Minutes of the A&amp;C Committee on 08/02</b>	
<b>6.1</b>	The Chair of the A&C Committee advised the Board on key points from the minutes. This was the last meeting attended by the outgoing internal auditors. The handover to the new supplier of internal auditor services has commenced. The internal auditor presented the draft statement of internal financial controls. The Fixed Assets audit was noted. The external audit schedule for 2016 was reviewed. The Risk Register was deferred but was dealt with at the April meeting. The Internal Auditors are to come back to the June meeting with a revised work programme. It was agreed that the DR site would be tested probably in Q4. The timeline for this test is to be ready for the next Board meeting.	It was agreed to circulate the draft work programme to all Board members.  Risk register to be on the agenda for the June Board meeting.
<b>5.0</b>	<b>Minutes of the MAC meeting on 11/01</b>	
<b>5.1</b>	<p>There was a discussion around the marketing resources being used to target donors. The CE outlined the measures currently in place and additional measures being examined to increase the donor uptake. The importance of a positive donor experience to get return visits was discussed. The CE also said that the IBTS would undertake some qualitative research with lapsed donors to understand why they do not come back. It was noted that while blood usage was currently very low, it may rise again and the long term problem of sustainable supply needs to be addressed, as well as the immediate supply issue regarding the Summer months. The difference between rural and urban clinics and fixed versus mobile was discussed. The plan to move to appointments on line was discussed as well as the role of the IBTS in social media. Succession planning and filling the posts of the M&amp;SD and Dr O’Riordan was discussed. Both posts have to be submitted for approval by the DoH and DPER. The CE outlined the steps that have already been taken to recruit a new M&amp;SD. In the event of a gap, the possibility of appointing an Acting M&amp;SD was discussed.</p> <p>MSM Conference, M&amp;SD will write a paper on the outcome of the conference for discussion at the May MAC, this will then go to the Board meeting in June for a final decision.</p> <p>The CE advised the Board that the Bavarian Red Cross have also withdrawn the Haemospect from use.</p>	<p>Creative and media buying suppliers to join the Ops D in presenting the marketing strategy.</p> <p>Chairperson to review job description for the M&amp;SD and circulate to Board members.</p> <p>M&amp;SD to circulate paper to Board and MAC.</p>
<b>7.0</b>	<b>Financial Statements 2015</b>	
<b>7.1</b>	The Finance Director made a presentation to the Board on the Financial Statements for 2015 and the management accounts for Q1 2016. The management accounts finished the year with a deficit of €3.8m in 2015 while the financial statements showed a deficit of €5.9m and the Finance Director explained the variation which arose	

	due to the accounting treatment under FRS102 for pensions and holiday pay accrual. The Board approved the financial statements for 2015, subject to no material change. It was noted by the A&C Committee members that the C&AG stated that there were no significant issues to be raised in the management letter following their audit. It was agreed that the Chairperson of the Board and the Chairperson of the Finance Committee would sign the Financial Statements on behalf of the Board, once the C&AG have signed off the financial statements. The Chairperson thanked the Finance Director for his detailed and informative presentation.	
<b>8.0</b>	<b>Strategy Day – Board feedback and update</b>	
<b>8.1</b>	The facilitator for the strategy day has produced an outputs document for consideration by the Board. The facilitator is holding two sessions on 26/27 <sup>th</sup> April with the EMT, the wider strategy group and middle managers. It was noted that the change programme over the life cycle of this strategic plan would be significant. The Chairperson asked the Board to think if there was anything substantial from the day or that occurred to them since which had not been captured that they would like included, to notify the CE. The key strategic issues identified were discussed. It was noted that a draft framework document was due to be sent to the CE from REMEDI in advance of this Board meeting but this had not been received.	Chair asked that any comments or amendments be sent to himself, the CE or M&SD for inclusion.
<b>9.0</b>	<b>Cork Centre</b>	
<b>9.1</b>	Meeting with CUH haematologists and facilities scheduled for Wednesday regarding the new Centre in Cork is not going ahead because of unavailability of CUH/MUH staff. Scheduled meeting with the Clinical Director of the South/South West Hospital Group to discuss the therapeutic apheresis service and the diagnostics service is going ahead.	CE to have a drawing of the new Centre showing the space and layout allocation prepared
<b>10.0</b>	<b>Date of next meeting</b>	
<b>10.1</b>	The next meeting of the Board will take place on <b>Monday 13/06/2016 at 12 noon</b> at the National Blood Centre.	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_